

SUPERVISING PROGRAM TECHNICIAN III

JOB ANALYSIS BACKGROUND INFORMATION

Date of Study: August 7, 2001

Collective Bargaining Identification: S04

Job Analysis Conducted By: Pam Clements, Associate Personnel Analyst,
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Number of Incumbents: Per Department of Corrections Filled/Vacant
Position Report dated June 29, 2001, there is 1
incumbent in this classification.

Subject Matter Expert(s): Judy Metz, Chief, Correctional Case Records,
California Department of Corrections, Headquarters

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Case Records, California Department of
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INFORMATION GATHERING
SUPERVISING PROGRAM TECHNICIAN III

The initial list of task statement and knowledge, skills, and abilities statements were identified after conducting a literature review which consisted of the:

- Personnel Examining History File
- Duty Statement
- State Personnel Board job specification